

INTERNAL & EXTERNAL ADVERT

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The Mpumalanga Regional Training Trust is an accredited training provider in the Province. Its mandate is to develop the Human Resources base of the Mpumalanga Province through the provision of experiential, technical, hospitality and tourism, entrepreneurship and life skills training. Applications are invited from suitable and qualified candidates for the below vacant positions:

01. IT MANAGER

LOCATION: EMALAHLENI - Permanent Position

Remuneration Package: R825 332 P/A (cost to company)

Minimum Requirements:

- Bachelor's degree in Information Technology, Computer Science, Information Systems, or a related field, or equivalent experience
- 2-5 years of experience working in IT operations
- Experience leading and managing IT projects and rolling out IT infrastructures across various technologies
- Excellent working knowledge of computer systems, security, network and systems administration, databases and data storage systems, and phone systems
- Strong critical thinking and decision-making skills
- Excellent project management skills and strong ability to prioritize
- Firm grasp on IT infrastructure and operations best practices
- Must be Office 365 Admin proficient*Windows and Mac proficient
- SharePoint Online experience*MCSE/MCITP certification advantageous
- Networking (Fort iGATE, Aruba) ITIL/ITSM certifications advantageous
- Dell Storage array experience a big plus.

Key Performance Areas:

- Lead IT projects, including the design and deployment of new IT systems and services
- Monitor performance of information technology systems to determine cost and productivity levels, and to make recommendations for improving the IT infrastructure
- Help define IT infrastructure strategy, architecture, and processes
- Analyze business requirements by partnering with key stakeholders across the organization to develop solutions for IT needs
- Assess vendors and develop test strategies for new hardware and software
- Troubleshoot hardware and software issues related to internal IT
- Weekend and afterhours standby
- Hyper-V or similar proficiency
- Understand and able to manage multiple VM and related server requirements
- Ensure 99.99% uptime through DR solution and management
- Willing to do Local IT support, User setup, and POS assistance
- Budget and provide reporting
- Manage small team
- Experience in the hospitality environment a plus Patch management
- 3CX Management and administration
- Proficiency with virtualization technology
- Backup software(Veal)*Desired

02. PROJECT COORDINATOR

LOCATION: EMALAHLENI - Permanent Position

Remuneration Package: R505 427 P/A (cost to company)

Minimum Requirements:

- Diploma in Building Construction, Construction Management, Civil Engineering, or Architecture/ or equivalent qualification, certificate in certified quality technician will be an added advantage
- 3-5 years of experience in Project Management within Construction or related industry
- Good understanding of construction project management
- Understanding of construction procedures, principles and reporting processes
- Ability to compile a budget; cost materials, develop Bill-of-Quantities (BOQ) and a project implementation plan
- Familiarity with quality, health and safety standards within the construction industry
- Good communication and stakeholder engagement skills.
- Good organizational and time management skills
- A team player with supervisory skills

Key Performance Areas:

- Assist the Project Manager in organize meeting and attend stakeholders related to the program
- Assist in determining and define scope of work and deliverables
- Assist in identifying resources needed to implement project to completion
- Assist the Project Manager to draft and submit budget based on scope of work and resource requirements
- Coordinate efforts across entire project between entity and the client department
- Compile and manage budget spent in line with project times-frames
- Assist with coordination of construction schedules and activities
- Compile progress reports updates including budget spent reporting timelines
- Assist in ensuring work is done in compliance with all relevant building and civil construction standard
- Assist in engaging with relevant industry related subcontractors for work certification requirements and compliance purposes
- And any other construction project work related duties.

03. SENIOR HOUSEKEEPER

LOCATION: HTA (NELSPRUIT-KANYAMAZANE) - Permanent Position

Remuneration Package: R225 216 P/A (cost to company)

Minimum Requirements:

- Grade 12 or equivalent qualification
- A tertiary qualification in hospitality or a related field would be an added advantage
- At least 3 to 5 years of proven experience as an Executive Housekeeper or Housekeeping Manager in a hotel setting
- Strong leadership and communication skills.
- Excellent organizational and time management skills
- Knowledge of cleaning procedures, chemicals, and equipment
- Ability to work effectively under pressure and manage multiple priorities
- Customer service-oriented mind-set with a focus on guest satisfaction
- Attention to detail and commitment to high standards of cleanliness
- Flexibility to work evenings, weekends, and holidays as needed.

Key Performance Areas:

- Supervise and train housekeeping staff to ensure consistent quality of service
- Develop and implement cleaning procedures to maintain cleanliness in guest rooms, public areas, and back of house areas
- Schedule and assign daily cleaning tasks, inspect work to ensure compliance with standards
- Maintain inventory of cleaning supplies and equipment, order supplies as needed
- Oversee laundry operations to ensure availability of clean linens and towels
- Work with other departments to coordinate cleaning schedules and special requests
- Monitor and address guest feedback regarding housekeeping services
- Conduct regular inspections to ensure cleanliness, orderliness, and proper maintenance of hotel facilities
- Ensure compliance with health and safety regulations and standards
- Create and implement training programs to continuously improve housekeeping staff performance.

04. CHIEF RISK OFFICER

LOCATION : EMALAHLENI - Permanent Position

Remuneration Package: R408 289 P/A (cost to company)

Minimum Requirements:

- National Senior Certificate (Grade 12).
- Bachelor's degree in Accounting, Auditing and Risk Management or Finance degree qualification
- Must have at least 5 years in Risk Management or auditing
- Proficient in all Microsoft applications.
- Valid Driver's license and own transport
- Good understanding of relevant legislations (PFMA, GRAB 17; OHS Act).
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Key Performance Areas:

- Identifies potential threats to the financial stability of the entity.
- Detects potential threats to operational efficiency including underperforming resources, personnel liabilities, property inefficiencies, and safety risks
- Recognizes potential threats to the entity's reputation including marketing missteps.
- Prepares and maintains internal and external data gathering for risk analysis and reporting.
- Designs and implements methods for avoiding potential threats using available risk metric software and personal knowledge of the industry.
- Oversees all audits of accounting practices, safety measures, and compliance reports.
- Conducts regular risk assessments either through a team of risk management experts or personally on site.
- Manages and prepares all documentation related to risk assessments and reviews of standard operating procedures.

05. OCCUPATIONAL HEALTH AND SAFETY OFFICER (P8)

LOCATION: EMALAHLENI - Permanent Position

Remuneration Package: 317 088 P/A (cost to company)

Minimum Requirements:

- Diploma or Degree in Occupational Health and Safety Management
- A minimum of 5 years Occupational Health and Safety experience
- Experience of Health and Safety in a technical training environment will be an added advantage
- Valid Driver's License and must have own transport

Key performance areas:

- Develop health and safety systems, including policies, procedures and manuals
- Inspection of all workplaces, workplace equipment, training workshops and project related activities within MRTT and ensure that compliance with OHS act and relevant MRTT standards is adhered to
- Promote occupational health and safety within MRTT and develops safer and healthier ways of working
- Conduct investigations into reported incidents and unsafe working conditions, study possible causes and recommend remedial action
- Ensure that all safety audit findings are resolved within the specified timeframes
- Conduct training sessions for management, supervisors and workers on health and safety practices and legislation.

06. LABOUR RELATIONS OFFICER

LOCATION: EMALAHLENI - Permanent Position

Remuneration Package: 408 289 P/A (cost to company)

Minimum Requirements:

- National Diploma in Human Resources Management/ Labour Relations (NQF 6)
- 3 years' experience in Labour/employee relations within a unionized environment
- MS Office
- Valid driver's license.

Key performance areas:

- Participate and assist in the development of policies, procedures, regulations and rules in the Labour Relations environment
- Support management by providing specialist Labour Relations advisory service on all labour relations matters
- Advise management on procedural and substantive aspect of disciplinary action and grievance management
- Advise management on all matters that involve conflict between employees
- Assist HR Managers and Officers in the facilitation processes and procedures in disciplinary and grievance hearing and any other labour related issues
- Represent the Company at Bargaining Council/CCMA, LLF and any other forum as and when required. Coordinate the Labour Relations forum meetings

Empowerment Through Training

- Appoint Presiding Officers for level 2 and below disciplinary cases.
- Provide secretarial support to the negotiations team.
- Conduct research and benchmarking on negotiation items. Liaise with the Labour Relations Manager and other relevant parties in organizing, coordinating and /or providing training on the disciplinary code and procedures, grievance procedures and any other labour relations related training as and when required.
- Prepare LR training specifications in conjunction with the LR Manager. Consult with T&D on the procurement of the labour relations training providers.
- Conduct briefing sessions upon request on disciplinary code and grievance procedure and any other related labour relations related issues. Gather and analyze information on disputes.
- Consult with role players on information relating to disputes. Liaise with company lawyers on disputes referred to labour court.
- Ensure accurate and appropriate response to disputes.
- Monitor progress on disputes. Compile and submit monthly, quarterly, annual and any ad-hoc Labour Relations reports as and when requested.
- Provide documents for audit purposes as and when required. Ensure that strike and contingency plans are continually updated in the event of any industrial action.
- Arrange and attend meetings to discuss any labour relations related issues. Records keeping of all labour relations related meetings (e.g., task teams meeting). Keep records (filing) of LR related documents
- Attend to any other duties as may be assigned by the Labour Relations Manager or Johannesburg Water Management.

07. ASSET MANAGEMENT OFFICER

LOCATION: EMALAHLENI - Permanent Position

Remuneration Package: R317 088 P/A (cost to company)

Minimum Requirements:

- National Diploma in Finance, Accounting or Internal Auditing
- 3-year work experience in similar position
- Communication Skills
- Interpersonal Skills

Key Performance Areas

- Perform quarterly Asset verification
- Perform conditional assessment of the assets quarterly.
- Request and store bar-coded tags (asset labels) from Service Provider
- Request invoice from Creditors Clerk of all assets as and when they are procured
- Tag all assets as and when they are procured.
- Capture the description, price and asset number per line item on the Fixed Asset Register (FAR). Ensure that all newly acquired assets are captured on the AMS 360 system on arrival from Stores.
- Continuously update Inventory List for staff members who received new assets accordingly.
- Contact the Insurance Company to Request addition of assets on MRTT's Insurance Schedule
- Receive updated Insurance Schedule from the Insurance Company.
- Monthly running of depreciation and other reports on the AMS 360 (FAR) system.
- Posting of journals in Pastel Accounting (depreciation expenses, additions and disposals).

09. DEMAND AND ACQUISITION CLERK X2

LOCATION: EMALAHLENI - Permanent Position

Remuneration Package: R266 964 P/A (cost to company)

Minimum Requirements:

- Degree/ Diploma in Supply Chain Management/ Logistics Management
- Computer Skills.

Key performance areas:

- Source quotations
- Source statutory documents
- Expediting of quotation for submission
- Development of the recommendation report
- Placing of orders
- Expediting of goods and services for delivery
- Review recommendation reports to ensure all the signature are appended
- Attend briefing sessions with various end-users to ensure bottlenecks are resolved, Update supplier database monthly
- Contract administration but not limited to the above-mentioned

10. RECORDS MANAGEMENT OFFICER

LOCATION: EMALAHLENI - Permanent Position

Remuneration Package: R225 216 P/A (cost to company)

Minimum Requirements:

- Bachelor's Degree/ National Diploma in Information Management or Records Management
- Relevant Training presentation by the National Archives and Records Services (this will be an added advantage)
- In-depth knowledge, understanding and experience in the field of Electronic, Documents Management System. Experience in Project and Change Management
- **Knowledge of:** Promotion of Access to Information Act, Electronic Communication Transaction Act, National Archives and Records Services of South Africa Act, and Public Finance Management Act
- Drivers license.

Key performance areas:

- Develop and manage an organization-wide records management system designed to ensure that records keeping and Records Management practice effectively meet the organization's objectives.
- ensure that the records management practices of the office comply with the requirements of the National Archives and Records Services of South Africa Act, 1996 as amended of its provincial equivalent. Determine what the current records keeping and records management practices of the entity
- To ensure that information contained in the records is managed effectively through the office by drafting and implementing a records management policy* Provide disposal service of records and documents in accordance with the National Archives Act.

Empowerment Through Training

Applications must be submitted on the Prescribed Application form for employment, obtainable from HR Sub-programme or on the internet at www.rttrust.co.za, including a recently updated, comprehensive CV.

Failure to submit all the requested documents as well as applications received late will result in the application not being considered.

Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, an evaluation certificate must accompany it from the South African Qualification Authority (SAQA)

Mpumalanga Regional Training Trust is an equal opportunity and affirmative action employer, women and people living with disabilities are also encouraged to apply.

Individuals who meet the above requirements and are interested in the positions should forward their applications and detailed CV's together with application form, copies of qualifications, ID and drivers license to:

The Human Resource Manager

or hand delivered to:

Private Bag X7288
Witbank
1035

05 Schonland Drive
Ferrobank
Witbank
1035

Enquiries: A.D Mnisi

E-mail: recruitment@rttrust.co.za

Tell: [013] 656 0931 / [013] 656 0875

CLOSING DATE: 11 JUNE 2024

No applications received after the closing date shall be considered. Communication will only be entered into with shortlisted candidates. If you do not receive correspondence within 30 days from closing date, you should consider your application to be unsuccessful.

Mpumalanga Regional Training Trust reserves the right to make appointment.